

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-A-		Advertising Circulars	7.90.D
Abandoned		Affidavits	
Cemetery lots	2.20	Absentee voter	3.10
Property	5.180.E	Candidate	3.40.A
Vehicles	11.70.B	Election	3.100
Wells	10.310.Q	Publication	
Abatement of Nuisances	11.70.B	Ordinances	7.10.A
Absentee		Other	7.10.B
Ballots	3.30	Affirmative Action Compliance	15.60.A
Voters	3.10	Age Discrimination in Employment Act	15.190.A
Abstract of Election	3.55.A, 3.140.A	Agencies	
Acceptance to Serve – Election Judges	3.60.A	External	7.120
Access Control – Computer	9-5.20.A	Federal and State	7.150.A
Access Systems	16.155.A	Agenda	
Accession Records – Museum	7.270.I	Appointed entities	4.10
Accessory Uses	11.120	Governing body	8.10
Accidents		Item summaries	8.10
High accident rate locations	10.190.G	Packets – informational	
Incident reports	7.270.G	appointed entities	4.90
Railroad crossings	10.120.B	governing body	8.170
Reports – police	17.90.B	Supporting documentation	
Traffic accident arrest	17.90.A	appointed entities	4.10
Accounting		governing body	8.10
Forms – election	3.130	Agreements	7.20
Water decree	10.310.J	Annexation	11.10
Accounts		Collective bargaining	15.55
Cemetery	2.30	Employment	15.20.B
Payable	5.10	Mutual aid	7.20
Receivable	5.20	Rental	16.135
Utility billing	5.360.A	Short-term	7.270.A
ACH Forms	5.10.A, 5.20.A	Water	10.310.A
Acquisition of Property	16.10	Air Quality	11.70.A
Activity Reports		Airport District	7.365
Building	1.210	Alarm	
Departments	7.330	False	17.90.J
Police	17.90.B	Municipal system	6.60
Actuarial Reports	15.180.A	Permits	12.30.M
ADA Compliance	15.190.A	Alcohol Beverage Licensing	12.20.A
Physical examinations	15.190.C	Alcohol Test Results	
Address		CDLs	15.120.A
Assignments	1.240	Alien Verification Program	17.120
History files	1.10	Alley	
Addresses – State of the City	7.290	Improvement districts	5.230
ADEA Compliance	15.190.A	Vacations	10.260
Administrative		Allotment Contracts – Water	10.310
General	7.140.A, Schedule 7	Aluminum Rim Safety Training	15.120.H
Proceedings	7.05	Ambulance	
Structure of municipality	7.240	Billing	5.20
Advertisements		District	7.365
Bids	7.10	EMT certification	15.70
Job opportunities	15.150.A	Licensing and operations	17.05.B
		Patients	17.05.E
		Runs	17.05.C

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Amendments to Schedule	Appendix H	Aquatic Facilities, Chemicals	16.110.B
Americans With Disabilities Act	15.190.A	Aquifers	10.310.F
Amusement Device Licensing	12.20.D	Archeological Sites	9.05
Analytical Reports – Water and Sewer	10.300.A	Architectural Renderings	7.180
Animal		Parks	16.120
Cases – Municipal Court	14.30.A	Archival Records	Schedule 9
Control	17.20	Arrests	17.90.A
Disposition	17.20.C	Expungement	17.90.I
Licensing	12.20.B	Arson	
Protection	17.20	Arrests	17.90.A
Annexation	11.10	Case files	17.70.J, 17.90.B
Election petitions	3.110.A	Articles – Copies	7.140.D
Maps	7.180, 11.100	Artwork Display Agreements, Contracts	7.270.A
Review	11.15	"As-Built" Drawings	
Zoning	11.190.A	General	7.180
Annual Reports		Infrastructure systems	10.90
Activity	7.330.A	Municipal facilities	7.180
Appointed entities	4.110.A	Utility features	10.250.B
Budget	5.100.C	Utility systems	10.90
Building activity	1.210.A	Asbestos	
Court	14.100.A	Exposure	15.120.C
Financial	5.330.A	Removal permits	12.30.A
Fixed assets	5.180.B	Assault Cases	17.90.A, B
Operations	7.330	Associations	
Payroll	15.170.I	External	7.120
Published – municipality	7.300	Professional	7.200
Water and sewer treatment	10.300.B	Water	7.120
Water consumption	10.290.O	Attorney	Schedule 13
Annuities, Form 1099R	5.345.B	Correspondence	7.90
Apartment Building Plans	1.80.A	Auction	5.180.C
Appeals – Municipal Court Decisions	14.10.A	Audio Recordings. See <i>Recordings</i>	
Applications		Audits	5.40.B
Absentee ballots	3.10, 3.30	Computer	9-5.20.B
Building permits		Environmental	10.310.M
issued	1.20.A	Police property and evidence	17.90.H
not issued	1.20.B	Sales tax	5.340.I
Employment		Work papers	5.40.C
hired individuals	15.150.B	Augmentation Plans	10.310.D
individuals not hired	15.150.C	Authorities	Schedule 4
background investigation files – public		Governing body as	8.70
safety	15.150.C	Automatic Clearinghouse (AHC) Forms	
Jobs	15.150.B	Accounts payable	5.10.B
Sales tax	5.340.I	Accounts receivable	5.20.B
Vacancies – governing body	8.30	Awards	7.40
Appointed Entities	Schedule 4		
Appointments		-B-	
Appointed entities	4.20.A	Background Investigations	15.150.C
member lists	4.55	Backup – Computer	
unsuccessful applicants	4.20.B	Contingency backup	9-5.20.C
Governing body	8.30	Documentation	9-5.20.C
Scheduling	7.90.A		
Appraisals	16.10		
Approval Request Form	Appendix C		

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Balance Sheets		Blood Testing Reports	17.90.H
Accounts payable	5.10.C	Board of Trustees	Schedule 8
Accounts receivable	5.20.C	Boards and Commissions	Schedule 4
Trial	5.50.J	Boilers	6.60
Ballot		Bond Issues	
Box receipts	3.130.A	Bond anticipation notes	5.80.A
Certifications	3.55.B	Bonds – paid	5.80.C
Draft review	3.55.C	Coupons – paid	5.80.C
Issue comments	3.20	Files	5.80.A
Measures – lobbying	8.80	General obligation	5.80.A
Notice	3.90	Industrial development revenue	5.80.A
Ballots	3.30	Ledgers	5.80.D
Mail	3.65	Notes – paid	5.80.C
Unused replacement	3.65.A	Proceedings books	5.80.B
Bank	5.50	Refunding	5.80.A
Court-maintained accounts	5.50	Registers	5.80.D
Statements	5.50.B	Revenue	5.80.A
Bankruptcy	5.55	Special improvement	5.80.A
Banners	1.220	Water	5.80.A
Barricades	10.190.F	Bonds	
Basin		Capital project	7.280.A
Plans	7.380	House moving	12.10
Stormwater	11.90.A	Labor and materials	7.280.A
stormwater plans	11.130	Legal proceedings	14.25
Beer Licenses	12.20.A	Licenses	12.10
Bench Marks – Street	10.200.A	Municipal Court proceedings	14.25
Benefits – Employee	15.40	Payment	7.280.A
Plan selections	15.70	Performance	7.280.A
Plans	15.40.B	Permits	12.10
Form 1099R, report of distributions	5.345.B	Public official	15.50
Reports	15.40.C	Savings	5.260.G
Benefits Programs – SAVE Verifications	17.120	Specimen	5.80.A
Bicycle Licensing	12.20.C	Street cutting	12.10
Bids		Tree trimming	12.10
Accepted	5.300.E	Book Requisitions	7.270.H
Advertisement	7.10	Boundary Maps	
Rejected	5.300.E	Alcohol beverage licensing	12.20.A
Solicitations	5.300.I	Annexations	11.10
Specifications	5.300.I	Cemetery	2.20
State list	5.300.J	Municipal	7.180
Unsolicited	5.300.E	Breathalyzer maintenance, calibration	17.60.B
Billboards	1.220	Bridge	
Billing	5.20	County program	5.210.D
Legal counsel	5.10	Inspections	10.190.A
Utility	5.360	Inventory	10.190.A
Bills		Projects	7.280.A
Of sale	6.30	Brochures – Municipal	7.300
Paid	5.10.D	Budget	
State or Federal	7.150.A	Adopted	5.100.A
Blood-Borne Pathogen		Preliminary	5.100.B
Exposure	15.120.C	Reports	5.100.C
Safety training	15.120.H	Work papers	5.100.D

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Building		Call Sheets	
Activity reports		Ambulance	17.05.C
annual	1.210.A	Rescues	17.70.B
monthly	1.210.B	Camera Radar	17.60.C
Board case files	1.50	Campaign Reports	
Board of Adjustment	1.50, Schedule 4	Candidate affidavits	3.40.A
Board of Appeals	1.50, Schedule 4	Committee statements	3.40.B
Codes	7.60.A	Contribution, expenditure reports	3.40.C
abatement, enforcement	14.30.B	Candidate	
Damage	16.110.C	Affidavits	3.40.A
Historic	1.160	Committees	3.40.B, C
Inspection	1.150	Capital Improvement Projects	7.280.A
Materials – alternative	1.50	Reports	7.380
Municipal	16.30	Cartographic Records	7.180
Permits	1.30.A	Case	
applications	1.20	Files	
issued	1.20.A	Building Board	1.50
not issued	1.20.B	court	14.30
fee collection	5.20.D	police	17.90.B
Plans	1.80	Indexes	14.90.A
Projects – municipal	7.280.A	Registers	14.90.A
Public	1.80.A	Cash Books	5.20.D
Records – general	Schedule 1	Cemetery	2.30
Registers	1.190	Utility billing	5.360.D
Regulations	11.150	Cash Register Validation Tape	5.20.E
Safety, health, environmental inspections	16.110.D	Catalogs	
Security	16.155	Library	7.270.H
Standards	7.320	Trade	Appendix A
Structure inspection	1.150	Vendor	7.140.D
Unsafe	1.150	CCIC Teletypes	17.90.Q
Violations	1.250	CDBG	5.220.C
Burials	2.10	CDOT – See <i>State – Highway Department</i>	
Burning Permits	12.30.C	Celebrations	7.110
Bus Service	10.240	Cell Phones – See <i>Communication Systems</i>	
Route maps	10.240.A	Cemetery	Schedule 2
Business		Chemical application	16.110.A
Fire inspections	17.70.I	Lots – abandoned	2.20
Historical records	9.20	Rules and regulations	7.320
Licensing	12.20.D	Vandalism	16.110.C
Listings	12.40.B	Census	11.20
Bylaws		Data	11.20.A
Appointed entities	4.40	Reports	11.20.B
Governing body	8.40	Ceremonies	7.290
-C-		Proclamations	8.180
Cable Television Service		Certificates	
Encroachments	12.30.H	License issuance	12.20.F
Franchises	5.190	Money market	5.260.E
CAD Drawings	7.180	Of deposit	5.260.B
CAFR	5.40.B	registers	5.260.C
Calendars	7.90.A	Of insurance	5.240.A, 7.280.A
Call Detail	9-5.10.A	Of occupancy	1.60

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Certificates (Cont'd)		Code	
Signature – Mayor	8.210	Adopted by reference	7.60.A
Votes cast	3.50.A	Books	7.60.B
Zoning	11.190.C	Enforcement – Municipal Court	14.30.B
Certifications		Enforcement – Police	17.90.B
Ballots	3.55	International	7.60.A
Election	3.50	Supplements	7.60.B
EMT	15.70	Uniform	7.60.A
Petition	3.110.B	Codification of Ordinances	7.60.B
Certified		Collective Bargaining	15.55
Mail – return receipts	7.160.A	Colorado Department of Transportation –	
Statement – persons elected	3.50.B	<i>See State – Highway Department</i>	
Challenges – Election	3.100	Commendations	15.70
Change Orders	7.280.A	Commercial	
Charge Slips	5.10.E	Building plans	1.80.A
Charity Fund Drives	7.140.B	Driver's license	15.120.A
Charter	7.50	Standards	11.150
Initiative petition	3.110.C	Commissions	Schedule 4
Proceedings	7.50.A	Committees	
Published	7.50.B	Candidate	3.40.B
Charts	7.180	Election	3.40.B
Checks		Governing body	8.45
Cancelled	5.50.C	Internal	
Duplicate copies	5.50.C	ongoing	7.70.A
Register	5.50.C	special	7.70.B
Stubs	5.50.C	Issues	3.40.B
Voided	5.50.C	Communication	
Chemical		Encroachments	12.30.H
Applications	16.110.A	Franchises	5.190
Blood testing reports	17.90.H	Legal	13.60
Exposure	15.120.C	Licenses	9-5.10.D
Material safety data sheets	15.120.E	Project	9-5.60
Testing, aquatic facilities	16.110.B	implemented systems	9-5.60.A
Childcare Facility	7.270.B	systems not implemented	9-5.60.B
Christmas Lighting	7.110	Sites	9-5.10.C
Chronological Reading Files	7.90.C	Systems	9-5.10
Cigarette Tax	5.210.D	management	9-5.10.E
CIRSA	5.240.C	Tower	
Citizenship Verification	15.130	permits	12.30.D
City Council	Schedule 8	sites	9-5.10.C
Civil		User data	9-5.10.F
Actions	13.70	Community	
Defense	17.50.A	Development block grant	5.220.C
Claim	5.240.B	Events	7.110
Employee insurance	15.40.D	General – significant early	9.20
Medical records	13.30.A	Groups – early	9.20
Notices of	13.30	Histories	9.10
Reports	5.240.B	Police relations	17.90.D
Clerical Manuals – Routine	7.260.A	Compensation Plans	15.170.B
COBRA Compliance	15.40.A	Complaints	7.80
		Compliance	
		Certificates – records destruction	7.340
		Regulatory requirements	15.60
		Comprehensive Plan	11.130

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Computer		Contracts (Cont'd)	
Access control	9-5.20.A	Employment	15.20.B
hardware documentation	9-5.20.D	Rental	16.135
Aided design drawings	7.180	Short-term	7.270.A
Audit	9-5.20.B	Contribution and Expenditure Reports	3.40.C
Backup		Controlled Substance Test Results, CDLs	15.120.A
contingency	9-5.20.C	Conversion and Migration Plan	Appendix G
documentation	9-5.20.C	Coordinated Election	
Disaster preparedness, recovery plans	9-5.30	Abstracts of votes	3.55.A
Hardware documentation	9-5.20.D	Ballot certifications	3.55.B
Maintenance	9-5.20.E	Ballot review drafts	3.55.C
Network	9-5.20.S	Copper Content – Drinking Water	10.300.A
Output – preliminary verification	7.410	Copies – "Read Only"	7.90.D
Preliminary working material	7.410	Copyright Records	9.130
Program	9-5.20.F	Correspondence	7.90
Security	9-5.20.A	Attorney	7.90
Software documentation	9-5.20.D	Routine – Court	14.35
System	9-5.20	Corridor Plans	11.130
Test	9-5.20.G	Council	Schedule 8
Usage	9-5.20.K	County	
Concealed Weapons Permits	12.30.E	Maps	7.190
Conceptual Review	11.30	Road and bridge program	5.210.D
Concession Agreements, Contracts	7.270.A	Treasurer's reports	5.330.E
Condemnations	16.10	Court	Schedule 14
Conditional Uses	11.120	Proceedings	13.70
Conference Materials	7.400	recordings	14.85
Videoconference records	9-5.40	Rulings – appeals to higher court	14.10.A
Confiscated Property	5.180.E	Water	10.310.A
Confined Space Entry Permits	12.30.F	Crane Work – Public Way	12.30.T
Conflict of Interest Disclosure Statements	8.100.A	Credit	
Connections – Utility	10.250.E	Card	
Disconnections	10.250.D	records of cards held	5.10.F
Conservancy Districts	10.310.H	statements	5.10.E
Conservation		Union payroll deductions	15.170.C
Trust Fund	5.210.D	Crime Lab	
Water	10.290.P	Equipment calibration, testing	17.90.F
Construction		Logs	17.90.F
Capital Projects	7.280.A	Reports	17.90.F
Drawings and plans		Request forms	17.90.F
nonresidential	1.80.A	Vehicle hold/release sheets	17.90.F
residential	1.80.B	Crime Stoppers	17.90.B
Methods – alternative	1.50	Criminal Case Files	
Municipal projects	7.280.A	Municipal prosecutor	13.40
Projects	7.280.A	Videotapes	17.150
Records – general	Schedule 1	Criminal History	
Standards	7.320	Check log sheets	17.90.P
Consumer Confidence Report	10.300.C	Files	17.90.G
Contested Elections	Schedule 3	Crossings – Railroad	10.120.B
Contractor's Licenses	12.20.E	Crosswalks	10.190.D
Contracts	7.20	Cultural Programs	7.270
Capital project	7.280.A	Custodial Service Requests	7.140.B
Collective bargaining	15.55		

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-D-		Digital Images of Historic Value	9.100
Daily Reports	7.330.B	Direct Deposit Reports	15.170.D
Damage		Directives	7.260
Assessment – major disaster	17.50.B	Disability Payments, Form 1099R	5.345.B
Municipal property	16.110.C	Disaster	
Dams	10.310.C	Data processing preparedness, recovery	9-5.30
Projects	7.280.A	Declaration	17.50.B
Data Files and Datasets, GIS	9-5.40	GIS back-up recovery	7.180.A
Database	9-5.40	Incidents	17.50.B
Death Cases	17.90.A, B	Information technology	9-5.30
Death Certificates	2.10	Major	17.50.B
Deceased Persons Books	2.10	Recovery, preservation of records	Appendix G
Decrees, Water	10.310.J	Response planning	17.50.A
Dedications		Warning systems	6.60
Property acquisition	16.50	Discharge Permits – Wastewater	10.300.E
Water rights	10.310.A	Disciplinary Actions	15.70
Deductions		Internal affairs investigations	17.90.N
Credit union	15.170.C	Disclosure Statements	
Payroll	15.170.A	Conflict of interest	8.100.A
Deeds		Financial	8.100.B
Cemetery	2.20	Disconnection – Utilities	10.250.D
Property acquisition	16.50	Dispatch	
Defective Ballots	3.30	Logs	17.90.P
Deferred		Recordings	17.105
Compensation plans	15.40.B	Disposition of Property	5.180.E
Sentence index	14.90.B	Distribution Lists	7.160.C
Delinquent Sales/Use Tax Notices	5.340.I	District	
Demolition		Boundary maps – election	3.70, 7.180
Capital projects	7.280.A	Election	3.70
Permits	1.30.B	Fire protection	7.365
Work in public way	12.30.T	Historic	1.160
Demonstrations – Traffic Impact	10.190.F	Improvement	5.230
Demotions	15.70	Library	7.365
Deposit		Maps	7.180
Pass book	5.50.E	Recreation	7.365
Receipts – meters	5.360.F	Special	7.365
Security – utility service	5.360.I	Water conservancy	10.310.H
Slips	5.50.F	Ditch	10.310.B
Depreciation – Fixed Assets	5.180.D	DNA Test Results	17.90.H
Descriptions – Job	15.150.E	Docket Sheets	14.40
Design		Older than 1920	14.40.A
Capital projects	7.280.A	Documentation – General	7.90
Drawings	7.180	Routine – Court	14.35
Destruction of Records	Appendix E	Donation Records – Museum	7.270.I
Development	11.30	Downtown Redevelopment Projects	7.280.A
Plats and plans	7.180	Drafts	7.90.D
Proposals – not approved	11.40	General	7.410
Review	11.45	Preliminary	Appendix A
Vested rights	11.170	Drainage	
		Histories – streets	10.200
		Improvements	7.280.A
		System	11.90

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Drawings		Election (Cont'd)	
As-built	10.250.B	Petitions	3.110
Construction		Surveillance recordings	3.135
nonresidential	1.80.A	Tabulation test results	3.140.B
residential	1.80.B	Tally list	3.140.C
Design	7.180	Electrical Code	7.60.A
General	7.180	Electricity Service	
Historic property	1.160	Agreements	7.20
Infrastructure systems	10.90	Billing	5.360
Parks	16.120	Connection	10.250.E
Railroad crossing	10.120.B	Disconnection	10.250.D
Utility location	10.250.G	Franchise	5.190
Utility system	10.90	Meters	5.360.F
Drilling Structures	11.70.A	Electronic	
Drinking Water – See Water and Sewer System		Mail	
Driver Vehicle Inspection Reports	6.110.A	for convenience	9-5.40.A
Driver's License		for recordkeeping	9-5.40.B
Commercial	15.120.A	routine	14.35
Verification	15.65	Records, general	9-5.40
Drug Testing	15.120.A, B	Elevations – Bench Marks	10.200.A
Dump Tickets	10.150.A	Elevators – Municipal	6.60
Duplicate Copies		E-Mail Messages – See <i>Electronic Mail</i>	
Administrative	xvii	Emergency	
Convenience	xvii	Dispatch calls	17.105
-E-		Exit safety tests	15.120.H
Easement		Incidents	17.50.B
Access	16.60.B	IT contact lists, procedures	9-5.30
Construction	16.60.B	9-1-1	17.60.A
Permanent	16.60.A	dispatch calls	17.105
Temporary	16.60.B	Operations	17.50.A
Vacation	10.260	major	17.50.B
Economic Development	11.60	Planning	17.50.A
Incentives	11.60.A	Eminent Domain	16.10
Plans	11.130	Employee	
Policies	7.260.C	Benefits	15.40
EEOC Compliance	15.60.A	Active	15.70
Election	Schedule 3	Driver's license verification	15.65
Abstract	3.55.A, 3.140.A	Insurance claims	5.240.D
Accounting statement	3.130.B	Loans by municipality	5.280.A
Certification	3.50	Longevity report	15.170.E
Contested	Schedule 3	New hire reporting compliance	15.60.F
Coordinated	3.55	Safety training tests	15.120.H
Judges	3.60	Seasonal	15.80
acceptance to serve	3.60.A	Shift schedules	15.300
expense statements	3.60.B	Temporary	15.80
instructions	3.60.C	Terminated	15.70
lists	3.60.D	Verifications	15.85
oaths	3.100	Volunteer	15.290.A
statements	3.130.B	Work schedules	15.300
Mail ballot	3.65	Employment	
Maps	3.70	Applications	15.150.B
Notices	3.90	not hired	15.150.C
		Contracts	15.20.B
		Eligibility verification form I-9	15.130
		Verifications	15.85

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
EMT Certification	15.70	Exemptions	11.160
Encroachment Permits	12.30.H	Water and sewer treatment	10.300.M
Utility lines	12.30.H	Exhibits Referenced in Minutes	
Engineering		Appointed entities	4.60
Capital projects	7.280.A	Governing body	8.110
Drawings	7.180	Exit Logs	16.155.B
Street	10.200	Expenditure Reports	
Enterprise		Campaigns	3.40.C
Board	8.70	Departments	5.330.G
Zone	11.60.C	Elections	3.40.C
Entertainment Agreements, Contracts	7.270.A	Expenses	
Entertainment Licensing	12.20.D	Election judges	3.60.B
Entities Appointed by Municipality	Schedule 4	Employees	5.10.G
Entry Logs	16.155.B	Travel	5.10.G
Envelope	7.160.B	Explosives Permits	12.30.J
Absentee ballot return	3.10	Expungement	17.90.I
Environment	11.70	External Groups and Agencies	7.120
Monitoring	11.70.A		
Equal Employment Opportunity (EEO)	15.60.A	-F-	
Equipment	Schedule 6	Facility	
Crime lab	17.90.F	Capital projects	7.280.A
General	6.60	Short-term contracts and agreements	16.135
Inspection, maintenance	6.110.B	Use 7.270.D	
Office	6.130	permits	12.30.K
Public safety	17.60	reservations	7.270.D
Warranties	6.210	Facsimile Transmissions	7.90
Water and sewer system	10.300.F	Logs	7.140.B
Escrow Accounts	5.160	Fair Campaign Practices Reports	3.40
Estimates – Tentative	5.380	Fairs	7.110
Evaluations	15.70	False Alarms	17.90.J
Events	7.110	Family and Medical Leave Act	15.190.B
Short-term agreements, contracts	7.270.A	FCC Licenses	
Traffic impacts	10.190.F	Communications systems	9-5.10.D
Evidence		Radio system	9-5.10.D
Audits	17.90.H	Television system	9-5.10.D
Handling	17.90.H	Federal	
Logs	17.90.H	Bills – proposed	7.150.A
Physical – not covered by Schedule	17.90.H	lobbying	8.80
Property reports	17.90.H	Excise tax	5.210.B
Release	17.90.H	Fee	
Tags	17.90.H	Cash books, receipts, reports	5.20.D
Examinations		Collection	5.20
Employment	15.150.D	GIS records	7.180.A
Polygraph – employment	15.150.F	Impact	5.20
Excavation Permits	12.30.I	Schedules	5.150.A
Excise Tax	5.210.B	Feedlots	11.70.A
Executive Sessions		Felony	
Recordings		Arrests	17.90.A
appointed entities	4.105.A	Cases	17.90.B
governing body	8.185.A		
Exempt Employees	15.170.A		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Fence		Firearms	
Damage	16.110.C	Authorization to carry	17.90.GG
Permits	12.30.L	Maintenance	17.90.GG
Fertilizer Use	16.110.A	Qualification	17.90.GG
Festivals	7.110	Unrecovered	17.90.B
Fiber Optics	9-5.20.J	Fireworks Permits	12.30.J
FICA Reports – Quarterly	15.170.I	Fixed Assets	5.180
Field		Fleet	Schedule 6
Contact reports – police	17.90.K	Flood Control District	7.365
Purchase orders	5.300.H	Flood Insurance Rate Maps	11.90.A
Survey notes	7.180	Flooding	
Final Disposition – Cemetery	2.10	General	11.90.B
Financial	Schedule 5	Histories	11.90.B
Cemetery	2.30	Floodplains	
Disclosure statements	8.100.B	Basins	11.90.A
Guarantees	5.160	Building permits in	1.30.D
Reports	5.330	General	11.90.A
Finding Aids		Permits – building	1.30.D
Library catalogs	7.270.H	Regulations	7.320, 11.150
Maps and drawings	7.180	Standards	7.320, 11.150
Records	7.310	Floodways	11.90.A
Fines and Charges – Municipal Court	14.50	FMLA Compliance	15.190.B
Fingerprint Cards and Files	17.90.B	Foreclosure	5.55
Fire		Forgery Cases	17.90.A, 17.90.B
Alarm permits	12.30.M	Forklift Safety Testing	15.120.H
Arson intelligence files	17.70.J	Formats for Preservation	Appendix G
Call sheets	17.70.H	Forms	
Code	7.60.A	Blank	7.130
abatement, enforcement	14.30.B	Government	5.210.C
Board of Appeals	1.50	Foundation Order Books	2.20
Dispatch calls	17.105	Fountain Chemical Testing, Treatment	16.110.B
District	7.365	Fourth of July Celebration	7.110
Extinguisher safety tests	15.120.H	Franchises	5.190
Hose tests	17.70.C	Frequently Asked Questions	Appendix F
Hydrants	17.70.C	Fuel	
Incident reports	17.70.H	Oil storage	11.70.D
Inspections	17.70.I	Usage, records	6.70
Insurance rate maps	7.180	Funds	
Investigations	17.70.H	Conservation Trust	5.210.D
Prevention	17.70.H	Establishment	5.200.A
Protection	17.70	Seizure	17.90.Z
districts	7.365	Trust	5.200.B
Pumper tests	17.70.C		
Run sheets	17.70.H		
S.A.R.A. Tier II reports	17.70.L		
Service requests	17.70.K		
Suppression	17.70.H		
Fire Department (if IFC is Adopted)		-G-	
Approval and variance records	17.75.A	Gang Files (reserved)	17.90.M
Dispatch calls	17.105	Garnishments	15.170.F
Fire records	17.75.B		
Inspection records	17.75.C		
Radio transmissions	17.105		
Statistical records	17.75.D		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Gas		-H-	
Company encroachment permits	12.30.H	Handbooks	
Connections	1.10.A	General	7.260
Drilling permit reviews	11.70.A	Policies and procedures	7.260.C
Service franchise	5.190	Hardware Documentation – Computer	9-5.20.D
Gasoline Storage Tanks	11.70.D	Hazardous Materials	
General		Asbestos removal permits	12.30.A
Documentation	7.90	Exposure	15.120.C
Improvement District Board	8.70	Incident prevention reports	17.80.B
Ledger	5.270.A	Industrial contamination	11.70.A
Orders – police	17.90.L	Investigations	17.80.D
Generator Equipment	6.60	Registration	17.80.D
Geographic Information Systems (GIS)		Safety tests	15.120.H
Datasets	9-5.40	Spills	17.80.D
Maps	7.180	Underground storage tanks	11.70.D
Geothermal System Franchise	5.190	Health	
Gift Register – Library	7.270.H	Insurance – employees	15.40.A
GIS Maps	7.180	Personnel	15.120
GIS	7.180.A	Heating Systems – Municipal	6.60
Back-ups for disaster recovery	7.180.A	Herbicide Use	16.110.A
Glossary	Appendix B	Highway Users Tax Fund (HUTF)	5.210.D
Goals		HIPAA Release of Information Authorization	15.120.D
Appointed entities	4.50	Historic	
Governing body	8.60	Buildings	1.160
Golf Cart Rental	16.135	Designations	1.160
Golf Course		Districts	1.160
Chemical application	16.110.A	Events	7.90.B
Inspections	16.110.D	Historical	
Governing Body	Schedule 8	District surveys	1.160
As other decision-making body	8.70	Records	Schedule 9
Committees	8.45	archeological sites	9.05
Members	8.100	collections	7.270.I
list	8.90	older than 1900	9.110
removal from office	8.190	photographic	9.100
Government		Sites	9.05
Instructions for completing forms	5.210.C	Society	7.120
Revenue programs	5.210	Structure surveys	1.160
Grades – Street	10.200	Histories	
Grant		Community	9.10
Audit	5.40	Departments	9.10
From municipality	5.220.B	Drainage	10.200
Reports	5.220.D	Map	7.180
Supporting documentation	5.220.E	Municipal	9.10
To municipality	5.220.C	Parks	16.120
Grass Control	11.70.B	Home Occupation Permits	12.30.P
Gravel Pit Reclamation	11.70.A	Homicides	17.90.A, B, C
Grievances	15.110	Honors	7.40.A, B, G
Groups – External	7.120	Hot Tubs – Chemical Testing, Treatment	16.110.B
Guarantees – Financial	5.160	Hot Work Permits	12.30.Q
		House	
		Moving permits – public way	12.30.T
		Number assignments	1.240

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Housekeeping Files	7.140.B	Infrastructure	Schedule 10
Housing		Initiative Petitions	3.110.D
Assistance grants	5.220.C	Injury Reports	7.270.G, 15.310
Authority	Schedule 4	Inlet Inspections	1.150.A
governing body as	8.70	INS Form I-9	15.130
Plans	11.130	Inspection	
Rehabilitation projects	7.280.A	Agencies	1.150.B
grants	5.220.C	Building	1.150.A
How to Use Schedule	xvii	Business	17.70.I
Humane Society	7.120	Equipment	6.110.B
HUTF	5.210.D	Fire Department	17.75.C
HVAC Systems	6.60	Fire prevention	17.70.I
		Mobile home	1.150.D
-I-		Municipal property	16.110.D
I-9 Forms	15.130	Sand traps	10.300.F
ICE – See <i>Immigration and Customs Enforcement</i>		Storage tanks	11.70.D
Immigration and Customs Enforcement		Structure	1.150.A
Reports on Alien Verification	17.120	Trailer	1.150.D
Impact Fees – Collection	5.20	Unsafe buildings	1.150.E
Impoundment		Vehicles	6.110
Animals	17.20.C	Water storage	10.290
Vehicles	17.90.CC	Instructional Materials – Published	7.300
Improvement Districts	5.230	Training – External	7.400
Incentives – Economic Development	11.60.A	Instructions	
Incidents		Election judges	3.60.C
Fire	17.70.H	Government forms	5.210.C
Major disaster	17.50.B	Procedures and policies	7.260.C
Reports	17.270.G	Insufficient Petitions	3.110.E
Rescue	17.70.H	Insurance	
Incorporation – Municipality	9.50	Certificates	5.240.A
Independent Expenditure Reports	3.40.C	Claims	5.240.B
Indexes		Contract – Form 1099R	5.345.B
Cemetery	2.20	Employee	15.40.A
Court	14.90	claim records	5.240.D
Records	7.310	Policies	5.240.E
Individual Retirement Accounts (IRAs)	15.40.B	Unemployment	15.280
Reports of distribution	5.345.B	Workers' compensation	15.310
Industrial		Intellectual Property	9.130
Building plans	1.80.A	Intelligence Files	
Contamination	11.70.A	Arson	17.70.J
Development revenue bonds	5.80.A	Police	17.90.M
Pretreatment permits	10.300.G	Intergovernmental Agreements	7.20
Information		Interlibrary Loan	7.270.H
Police – release	17.90.X	Interments	2.10
Requests – routine	7.80	Internal Affairs Investigations	17.90.N
Information Technology		International Codes	7.60.A
Asset inventories	9-5.20.I	International Fire Code	17.75
Disaster preparedness, recovery plans	9-5.30	Intersections – Engineering	10.200
Project	9-5.60	Interviewing Procedures	15.200.A
implemented systems	9-5.60.A	Intoxilyzers	17.60.B
systems not implemented	9-5.60.B		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Intranet	9-5.80	Juvenile Offenders	17.90.A
Access reports	9-5.80.A		
Use tracking logs	9-5.80.C		
Inventories		-K-	
Bridges	10.190.A	K-9 Training	17.90.BB
Building	5.180.G	Key Distribution	7.140.B
Equipment	6.90	Kidnapping Cases	17.90.A, B
Fleet	6.90		
Fixed assets	5.180.G	-L-	
Furniture	5.180.G	Lakes	10.310.C
Property	5.180.G	Projects	7.280.A
Real estate	5.180.G	Land Use Code Violations	11.180.A
Software	9-5.20.D	Land Use Records	Schedule 11
Vehicles	6.90	Landfill	
Investigations		Locations	10.150.B
Fire	17.70.H	Monitoring	11.70.A
Hazardous materials	17.80.D	Landmark Designations	1.160
Internal affairs	17.90.N	Laser Safety Training	15.120.H
Public safety applicants, not hired	15.150.C	Lawsuits	13.70
Investments	5.260	Potential – claims	13.30
Policies	7.260	medical records	13.30.A
Reports	5.260.F	Lead	
Invoices		Content – drinking water	10.300.A
Accounts payable	5.10.D	Exposure	15.120.C
Issued by municipality	5.20.G	Leaflets	7.300
Irrigation Companies	10.310.B	Lease-Purchase	5.300.F
Issues Committees	3.40.B, C	Leases	16.100
-J-		Leave	15.170.G
Job		FMLA Compliance	15.190.B
Advertisements	15.150.A	Ledgers	
Applications	15.150.B	Bond issue	5.80.D
Descriptions	15.150.E	Building permit	1.190
Examinations	15.150.D	Cemetery	2.30
Records – general	15.150	Financial	5.270.A
Specifications	15.150.E	General	5.270.A
Journals		Journal entries	5.270.B
Cash receipt	5.360.D	Payroll	15.170.K
Entries	5.270.B	Subsidiary financial	5.270.C
Financial	5.270	Legal	
Subsidiary financial	5.270.C	Communications	13.60
Transaction – sales and use tax	5.340.I	enduring, long-term	13.60.A
Utility billing	5.360.C	routine	13.60.B
Judges		Counsel	Schedule 13
Election	3.60	Publications	7.10
Municipal Court	15.70	Research files	13.70
Junk	11.70.B	Legislation	
Jury		External	7.150.A
Instructions	14.70	Lobbying	8.80
Panel lists	14.70	Letters of Credit	5.160
Rosters	14.70		
Selection, oversight	14.70		
Summonses	14.70		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Liability Waivers	7.270.F	Lists (Cont'd)	
Library		License holders	12.40.A
Circulation	7.270.H	Mailing	7.160.C
Districts	7.365	Mayors	8.90
Material	Appendix A	Members of appointed entities	4.55
Patron registration	7.270.H	Permit holders	12.40.B
Records	7.270.H	Polls	3.120.B
Support group	7.120.J	Records	7.310
License Agreements – Railroad	10.120.A	Vendors	5.300.K
Licenses	Schedule 12	Litigation	Schedule 13
Alcohol beverage	12.20.A	Case records	13.70
Ambulance	17.05	Pending	xv
Amusement devices	12.20.D	Loans	
Animal	12.20.B	By municipality	5.280.A
Beer	12.20.A	Employee, other purposes	5.280.A
Bicycle	12.20.C	Public Improvements	5.280.B
Business	12.20.D	Routine	5.280.C
Certificates	12.20.F	Lobbying – Legislative	8.80
Communications systems	9-5.10.D	Locates – Utility Line	16.165
Contact list	12.40.A	Lockout Procedure Safety Tests	15.120.H
Contractor's	12.20.E	Logo – Municipal	9.130
Issued to municipality	12.15	Logs	
capital projects	7.280.A	Facsimile transmissions	7.140.B
routine projects	12.15.B	Police	17.90.P
tax certificates	5.340.F	Telephone	7.140.B
Limousine driver	12.20.D	Long-Term Preservation Guidelines	Appendix G
Liquor	12.20.A	Lots – Cemetery	2.20
List 12.40.B		Ownership	2.20, 2.30
Pawnbroker	12.20.G	Lottery Funds	5.210.D
Places of entertainment	12.20.D		
Radio system	9-5.10.D	-M-	
Sales tax	5.340.I		
SAVE Program verification	17.120	Mail Ballot Election Records	3.65
Secondhand dealers	12.20.D	Mailed Ballots	3.30
Security guard	12.20.D	Mailing	
Sexually oriented businesses	12.20.D	Lists	7.160.C
Taxi driver	12.20.D	Records	7.160.E
Television system	9-5.10.D	Undeliverable	7.160.F
Vendors	12.20.D	Maintenance	
Lie Detector Tests	17.90.B, H	Computer system	9-5.20.E
Liens	5.160	Contract – CDOT	10.170
Lighting – Street	10.190.Q	Equipment	6.110.B
Limousine Driver Licenses	12.20.D	Intoxilyzers	17.60.B
Liquor Licenses	12.20.A	Municipal property	16.110.D
Lists		Valves – water and sewer	10.290.N
Absentee voter	3.10	Vehicles	6.110.B
Appointed entities	4.55	Manholes	10.250.G
Business owners contact	12.20	Manuals	
Current business licenses	12.40.B	Clerical – routine	7.260.A
Distribution	7.160.C	Equipment	6.120
Election judges	3.60.D	External	7.260.B
Fixed assets	5.180.F	General	7.260
Governing body members	8.90		
Jury panel	14.70		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Manuals (Cont'd)		Members	
Instruction	7.260	Appointed entities list	4.55
Operations	7.260	Governing body	8.100
Policies and procedures	7.260.C	lists	8.90
Safety	15.120.H	Memberships	7.200
Vehicles	6.120	Memoranda	
Maps		Routine – Court	14.35
Annexation	11.10, 11.100	Staff	8.170
Cemetery	2.20	Memorandum of Understanding	7.20
Development	11.100	Merit Systems	15.170.B
Election	3.70	Metadata Preservation	Appendix G
Fire insurance rate	7.180	Meter	
Flood insurance rate	11.90.A	Books	5.360.F
General	7.170	Calibration and testing	5.360.F
GIS	7.180.A	Deposit receipts	5.360.F
Informational	7.190	Installation	5.360.F
Infrastructure	10.90	Inventory	5.360.F
Land use	11.100	Locations	5.360.F
Transportation routes	10.240.A	Maintenance	5.360.F
Utility systems	10.90	Orders	5.360.F
Master Plans	11.30	Reading	
Material Safety Data Sheets	15.120.E	exception reports	5.360.F
Mausoleums – Ownership	2.20	sheets	5.360.F
Mayor		Repair	5.360.F
Lists	8.90	Metropolitan Districts	7.365
Signature certificates	8.210	Migration	Appendix G
Mechanical		Mileage Reimbursements	5.10.G
Code	7.60.A	Mined Land Reclamation	11.70.A
Systems – municipal	6.60	Minor Subdivisions	11.30
Media		Minutes	
Copying	Appendix G	Appointed entities	4.60
Long-term preservation	Appendix G	Boards and commissions	4.60
Migration	Appendix G	Governing body	8.110
Renewal	Appendix G	Misdemeanor	
Storage	xv	Arrests	17.90.A
Transfer	Appendix G	Case Files	14.30.C, 17.90.B
Mediator, Arbitrator Records	15.55	Missing Persons Cases	17.90.A, B
Medical Records		Mobile Home	
Employees	15.190	Inspection reports	1.150.D
Personal injury claims	13.30.A	Standards	7.320
Meeting		Money Market Certificates	5.260.E
Clerk's Notes – governing body	8.120	Monthly Reports	7.330.C
Notices		Appointed entities	4.110.B
appointed entities	4.70	Budget	5.100.C
governing body	8.130	Building activity	1.210.B
Notification lists	7.160.D	Court	14.100.B
Recordings		Financial	5.330.G
appointed entities	4.105	Revenue distribution	5.340.B
executive sessions	4.105.A	Monumentation	10.200.A
governing body	8.185	Mortgage Interest Statements, Form 1098	5.345.A
open meetings	4.105.B	Mosquito Control	11.70.A
study sessions	4.105.C		

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Motion Pictures		Notices	
Historic value	9.100	Election	3.90
Public relations	7.290	Final settlement – projects	7.280.A
Motor Vehicle Sales Tax Receipts	5.340.I	Meetings	
Motorcades – Traffic Impact	10.190.F	appointed entities	4.70
Mug Shots	17.90.B	governing body	8.130
Municipal Court	Schedule 14	To proceed	7.280.A
Appeals	14.10.A	Water and sewer treatment	10.300
Bonds	14.25	Water use restrictions	10.290.P
Case files	14.30	Notification Lists	7.160.D
Docket	14.40	Nuisances – Land Use	11.70.C
older than 1920	14.40.A	Abatement Records	11.70.B
Recordings, audio or video	14.85		
Reports	14.100	-O-	
Museum		Oaths	
Accessions	7.270.I	Appointed entities	4.80
Donations	7.270.I	Election	3.100
Material	Appendix A	Election judges	3.100
Records	7.270.I	Employees	15.160
Support group	7.120.J	Governing body	8.140
Mutual Aid Agreements	7.20	Objections	
Mylars – Maps, Plats, Drawings	11.100	General	7.80
-N-		Nominations	3.80.A
Natural Gas Service Franchises	5.190	Occupation Taxes – Franchisees	5.190
NCIC Teletypes	17.90.Q	Occupational Safety and Health Act	15.190.C
NCWCD	10.310.H	ODPs	11.30
Negatives – Evidence Photographs	17.90.B	Offense Reports	17.90.B
Negotiation Records	15.55	Office Equipment	6.130
Network – Computer	9-5.20.J	Oil Drilling	
New Hire Reporting Compliance	15.60.F	Permit reviews	11.70.A
News		Older Records – Before 1900	9.110
Clippings	9.120	Court Dockets – Before 1920	14.40.A
Releases	7.230	Open Flame Work Permit	12.30.Q
Newsletters – Municipal	7.300	Open Meetings	
Newspapers – Local	9.90	Recordings	
NIBRS Reports	17.90.W	appointed entities	4.105.B
Nominations	3.80	governing body	8.185.B
Petitions	3.110.F	Open Records Requests	7.235
objections	3.80.A	Ordinances	8.150
Withdrawal	3.80.C	Affidavit of publication	7.10.A
Nonconforming Uses	11.120	Codification of	7.60.B
Non-records	Appendix A	Enforcement	14.30.B
Notes		Organization	
Desk	7.90.D	Charts	7.240
Rough	7.410	External	7.120
financial	5.380	Files	7.240
Scheduling and planning	7.90.A	Orientation Information – Governing Body	8.160
Taken at governing body meetings	8.120	OSHA Compliance	15.190.C
Transcribed	Appendix A	Overall Development Plans	11.30

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-P-		Permits	Schedule 12
Packets – Informational		Asbestos removal	12.30.A
Appointed entities	4.90	Building	1.30.A
Governing body	8.170	floodplain	1.30.B
Pager systems	9-5.10	Burial	2.10
Pamphlets	7.300	Burning	12.30.C
Parade		Communication tower	12.30.D
Permits	12.30.S	Concealed weapons	12.30.E
Traffic impacts	10.190.F	Confined space entry	12.30.F
Paratransit Services	10.240	Contact list	12.40.A
Route maps	10.240.A	Demolition	1.30.B
Parking	10.190.J	Discharge	10.300.E
Cases – municipal court	14.30.D	Encroachment	12.30.H
Space assignments	7.140.B	Excavation	12.30.I
Ticket receipts	5.20.D	Explosives	12.30.J
Variances	11.160	Facility use	7.270.D, 12.30.K
Voided summonses	14.30.F	Fence	12.30.L
Parks	16.120	Fire alarm	12.30.M
Damage	16.110.C	Fireworks	12.30.J
Inspections	16.110.D	Floodplain building	1.30.D
Projects	7.280.A	Gas company	12.30.H
Use permits	7.270.D	Home occupation	12.30.P
Short-term rental agreements	16.135	Hot work	12.30.Q
Parole Card File	17.90.S	Industrial pretreatment	10.300.G
Passwords – Computer	9-5.20	Issued to municipality	12.35
Patients – Ambulance	17.05.E	List 12.40.B	
Pawnbroker Licensing	12.20.G	Open flame work	12.30.Q
Pawned Items	12.20.G	Parade	12.30.S
Pay		Park use	7.270.D
Basis of	15.170.A	Project	7.280.A
Estimates – project	7.280.A	Sewer tap	10.290.K
Plans	15.170.B	Sign	1.220
Payment Bonds	7.280.A	Sludge application	10.300.L
Payroll		Special event and use	12.30.X
Records	15.170	Street cuts	12.30.Y
employee longevity	15.170.E	Telephone company	12.30.H
Register – year-end	15.170.K	Tree removal	12.30.AA
Reports	15.170.I	Underground storage tank	12.30.BB
Taxes	15.170.J	Use 12.30.CC	
Peddler Licensing	12.20.D	Water tap	10.290
Pension		Wells	10.310.R
Actuarial reports	15.180.A	Work in public way	12.30.T
Awarded	15.180.B	Permitted Uses	11.120
Boards	Schedule 4	Perpetual Care	2.30
Form 1099R	5.345.B	Personnel	
Plans	15.40.B	Policies	7.260.C
Retirement files	15.180.D	Records – general	Schedule 15
Performance Agreements, Contracts	7.270.A	Pesticide Use	16.110.A
Performance Bonds	7.280.A	Petitions	
Periodicals	7.140.D	Annexation	11.10
		election	3.110.A
		Certification	3.110.B
		Charter initiative	3.110.C
		Election	3.110
		Initiative	3.110.D

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Petitions (Cont'd)		Plant Investment Fee	
Insufficient	3.110.E	Collection	5.20
Nomination	3.110.F	Policy	10.310.L
objections	3.80.A	Plats	11.30
withdrawal	3.80.C	Cemetery	2.20
Nonbinding	7.80	Development	7.180, 11.100
Protests	3.110.G	overall development	11.100
Recall	3.110.H	vacation of	11.30
Referendum	3.110.I	Land use	11.100
Rezoning	11.190.B	Playground Inspections	16.110.D
Zoning	11.190.A	Pleadings	13.70
Petty Cash	5.10.I	Plumbing Code	7.60.A
Photographs		Police	
Aerial	7.180.A	Arrests	17.90.A
Digital	9-5.40	expungement	17.90.I
Evidence	17.90.H	Cases	17.90.B
Historical	9.100	Community relations	17.90.D
Major disaster incident	17.50.B	Crime lab	17.90.F
Parks	16.120	Criminal history files	17.90.G
Police	17.90.B	Dispatch calls	17.105
Scrapbooks	9.120	Evidence	17.90.H
Sister City Program	7.270.K	False alarms	17.90.J
Photomaps	7.180	General orders	17.90.L
Physical Records – Employees	15.190	Grants	5.220.C
Physician's Report	2.10	Intelligence files	17.90.M
Picnic Shelter Rental	16.135	Internal affairs	17.90.N
Pioneer Days Event	7.110	K-9 training	17.90.BB
Planametric Maps	10.90	Logs	17.90.P
Planned Unit Developments	11.30	Radio transmissions	17.105
Planning and Zoning Board	Schedule 4	Reports	17.90.W
Planning Records	Schedule 11	Victim assistance	17.90.DD
Plans		Policies	7.260
Affirmative action	15.60.A	Building	7.260
Basin	7.380, 11.90	Cemetery	7.260
stormwater basin	11.90.A	Development	7.140.C
Benefit	15.40.B	Fire	7.260
Comprehensive	11.130	General	7.260.C
Construction	1.90	Insurance	5.240.E
Corridor	11.130	Investment	7.260
Development	11.30	Personnel	7.260.C
Emergency	17.50.A	Police	7.260
General	7.380	Purchasing	7.260
Housing	11.130	Risk management	7.260
Land use	11.100, 11.130	Safety	7.260
Long range	11.130	Water	10.310.L
Pension	15.40.B	Poll	
Regional	11.130	Books	3.120.A
Stormwater	11.130	Lists	3.120.B
Strategic	11.130	Signature forms	3.120.D
Streetscape	11.130	Sites	3.120.C
Transportation	11.130	Pollution	11.70.A
system	7.380	Polygraph Exam Records	
Urban growth area	11.130	Employment	15.150.F
Utility	11.130	Routine	15.150.G

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Population		Property	Schedule 16
Projections	11.20.A	Acquisition	16.10
Statistics	11.20.A	Auctions	5.180.C
Studies	7.380	Disposal	5.180.E
Power Generators	6.60	Real estate transfer tax records	5.340.H
Precedents		Rights – vested	11.170
Legal	13.70	Sale	16.150
Set 7.90.B		Surplus	5.180.H
Precinct Maps	3.70, 7.180	Taxes	5.340.G
Predators, Sexually Violent	17.90.V	Transfer	16.150
Preliminary Versions	7.410	Unclaimed	5.180.E
Drafts	7.90.D	Unlawful destruction	17.90.H
Working material	7.410	Proposals	
Preservation, Long-Term, Guideline	Appendix G	Bids	5.300.E
Press Releases	7.230	Published	7.300
Printer Output – Preliminary Verification	7.410	Protests – Election Petitions	3.110.G
Prisoner Transport Records	17.90.U	Public	
Procedures	7.260	Buildings – construction drawings	1.80.A
Building	7.260	Improvement Loans	5.280.B
Cemetery	7.260	Relations	7.290
Court	14.80	Safety	Schedule 17
Fire	7.260	Utilities Commission hearing	10.120.B
General	7.260.C	Files	13.70
Interviewing	15.200.A	Works projects	7.280.A
Personnel	7.260.C	Publications	
Police	7.260	Bills paid	7.10
Recruitment	15.200.A	Charter	7.50.B
Safety	15.120	General	7.300
Standard operating	7.260	Legal	7.10
Proclamations	8.180	Other agencies	Appendix A
Professional		Outdated, superseded	Appendix A
Association memberships	7.200	Proof of	7.10
Services agreements	7.20	PUDs	11.30
Profit-Sharing Plans, Form 1099R	5.345.B	Purchase	
Program		Orders	5.300.H
Administration	7.140.A	field	5.300.H
Development	7.140.C	Property	16.10
Records – general	7.270	Requisitions	5.300.H
Use 7.270.D		Purchasing	5.300
Projects		Control forms	5.300.H
See also Specific Types of Projects; i.e., <i>Dam</i>	7.280	Policies	5.300.G
Capital	7.280.A	Solicitations	5.300.I
Control files	7.280.A	Pyrotechnics Permits	12.30.J
Noncapital	7.280.B		
Prominent Individuals	9.20		
Promissory Notes	5.160	Quarterly Reports	7.330.D
Promotions	15.70	Appointed entities	4.110.C
Proof Roll Inspections	1.150	Budget	5.100.C
Proofs of Publication	7.10	Payroll	15.170.I
		Questionnaires – Routine	7.390
		Quiet Title Actions	16.10
		Quit Claim Deeds	16.50

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-R-		Records (Cont'd)	
Rabies Vaccination	17.20	Default retention	xvii
Radar Guns	17.60.C	Destruction	xv, Appendix E
Radiation Exposure	15.120.C	Duplicate copies	xvii
Radio System		Expungement	17.90.I
Licenses – FCC	9-5.10.D	Finding aids	7.310
Transmission	9-5.10	Format	xv
Railroads		Long-term preservation	Appendix G
Crossings	10.120.B	Media	xv
Municipal operations on right-of-way	10.120.A	Open records requests	7.235
Systems	10.120.C	Retention schedules	7.340
Rate Schedules	5.150.A	Recreation	
Utility billing	5.360.H	Districts	7.365
"Read Only" Copies	7.90.D	Passes	7.270.D
Reading Files	7.90.C	Recruitment Procedures	15.200.A
Real Estate Transfer Tax	5.340.H	Redevelopment Projects	7.280.A
Rebate Program	5.315	Reference – Technical and General	7.140.D
Alien verification (SAVE)	17.120	Referendum Petitions	3.110.I
Recall Petitions	3.110.H	Referrals from Other Jurisdictions	11.140
Receipts		Registered Sex Offender Records	17.90.V
Building permit fees	5.20	Registers	
Cemetery	2.30	Bond issue	5.80.D
Election materials	3.130.A	Building permit	1.190
Fees paid	5.20	Burial permit	2.10
General	5.20	Certificate of deposit	5.260.C
Meter deposit	5.360.F	Checks	5.50.C
Reciprocal Borrowing Sheets	7.270.H	Court	14.90.A
Reclamation		monthly	14.90.D
Gravel pit	11.70.A	Licenses	12.40.B
Mined land	11.70.A	Payroll	15.170.K
Recognition, Volunteers	15.290.A	Permits	12.40.B
Recommendations to Governing Body		Property tax	5.340.G
Appointed entities	4.100	Records	7.310
Reconciliations	5.50.H	Sales tax	5.270
Record Copy	xvii	Registration Receipts	5.20.D
Recordings – See also <i>Tape Recordings</i> and <i>Video</i>		Regulations	
Appointed entities	4.105	Animal	7.320
Court proceedings	14.85	Building	7.320, 11.150
Crime scene	17.90.B	Cemetery	7.320
Digital	9-5.40	Development	7.320, 11.150
Dispatch	17.105	General	7.320
E 9-1-1	17.105	Land use	11.150
fire	17.105	Planning	11.150
Governing body	8.185	Railroads	10.120.C
Police field contacts	17.90.K	Stormwater	7.320
Surveillance of election areas	3.135	Water	10.310.L
Vehicle systems	17.90.FF	Zoning	7.320
Records		Regulatory	
Checks	17.90.W	Actions	7.150.A
Compliance certificates	7.340	Compliance	15.60
Computer	6.50	Rehabilitation Projects	7.280.A
		Remonstrances	7.80
		Removal from Governing Body	8.190

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Rental Contracts and Agreements, Short-Term	16.135	Reports (Cont'd)	
Rental Receipts	5.20.D	Quarterly	4.110.C, 7.330.D
Reorganization Studies	7.240	S.A.R.A. Tier II	17.70.L
Repairs – Municipal Property	7.280.A, 16.110.D	Soil condition	1.150.C
Replacement Ballots	3.30	Street system	10.200.B
Unused	3.65.A	Structure inspection	1.150
Replats	11.30	Water	
Reports		consumption	10.290.O
Actuarial	15.180.A	quality	10.300
Analytical – water and sewer	10.300.A	Weekly	7.330.E
Annual	7.330.A	Requests	
activity	7.330.A	For proposals (RFPs)	5.300.I
appointed entities	4.110.A	For quotations (RFQs)	5.300.I
financial	5.330.A	Open records	7.235
operations	7.330.A	Release of police information	17.90.X
published – municipality	7.300	Routine	7.80
water and wastewater treatment	10.300.B	Service – fire	17.70.K
Appointed entities	4.110	Rescues	17.70.B, H
Audit	5.40.B	Incident reports	7.270.G
Bills allowed	5.10.D	Reservation Sheets	7.270.D
Boards and commissions	4.110	Reservoirs	10.310.C
Bridge	10.190.A	Projects	7.280.A
Budget	5.100.C	Residential Building Plans	1.80.B
Building		Resignations	
activity	1.210	Appointed entities	4.20.A
inspection	1.150	Employees	15.70
Campaign	3.40	Governing body	8.100
Cash	5.20.D	Resolutions	8.200
Census	11.20.B	Resubdivisions	11.30
Claims	5.240.B	Retention Schedules	7.340
Comprehensive annual financial	5.40.B	Retirement	
Consumer confidence	10.300.C	Files	15.180.D
County treasurer	5.330.E	Form 1099R	5.345.B
Court		Plans	15.40.B
annual	14.100.A	Returns – Sales and Use Tax	5.340.I
monthly	14.100.B	Revenue	
Daily	7.330.B	Monthly distribution report	5.340.B
Departmental	7.330	Reports	5.330.G
Employee longevity	15.170.E	Sharing	5.210.B
EEO-4	15.60.A	Rezoning	11.190.B
Expenditure	5.330.G	Ride-Along – Police	17.90.Y
Final project	7.280.A	Liability waivers	7.270.F
Financial	5.330	Right-of-Way	16.60
Fixed asset – annual	5.180.B	Railroad	10.120.A
General	7.330	Vacation	10.260
municipal	7.380	Rivers	10.310.D
Incident	17.90.B	Road and Bridge Program	5.210.D
Inspection – vehicles/equipment	6.110.A	Road Service Safety Testing	15.120.H
Investment	5.260.F	Roadway Projects	7.280.A
Monthly	4.110.B, 7.330.C	Rodeos	7.110
Offense	17.90.B	Room Rentals	16.135
Payroll	15.170		
Physician's – cemetery	2.10		
Police	17.90		
Project	7.280.A		
Revenue	5.330.G		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Room Reservations	7.270.D	Seal – Municipal	9.130
Routes		Search Warrants	14.140.B
Maps	10.240.A	Secondhand Dealers Licensing	12.20.D
Snow	10.190.L	Security	16.155
Truck	10.190.T	Access system	16.155.A
Routing Documents	Appendix A	Computer	9-5.20.A
Rulemaking – State and Federal	7.150.A	Deposit – utilities	5.360.I
Rules		Guard licensing	12.20.D
Cemetery	7.320	Videotapes	16.155.C
General	7.320	Seizure Fund	17.90.Z
Policies and procedures	7.260.C	Senior Citizen Support Groups	7.120.J
Run-Off	11.90	Seniority Systems	15.170.B
Run Sheets – Fire and Rescue	17.70.H	Service	
		Orders – utility	5.360.J
-S-		Requests	7.80
		Volunteer workers	15.290.B
Safety		Setbacks	11.160
Code abatement, enforcement	14.30.B	Settlements – Litigation	13.70
Commercial drivers' license	15.120.A	Severance Tax	5.210.D
Committee	7.70.A	Sewer System – See Water and Sewer System	
Equipment	6.110	Sex Offenders	
Fleet	6.110	Case files	17.90.B
Inspection – facilities	16.110.D	Registered	17.90.V
Personnel	15.120	Sexual Assault	
Policies	7.260.C	Arrests	17.90.A
Procedures	7.260.C	Cases	17.90.B
Testing	15.120.H	Sexually Oriented Business Licensing	12.20.D
Training manuals	15.120.H	Sexually Violent Predators	17.90.V
Vehicles	6.110	Shift Schedules	15.300
Salary		Show Agreements, Contracts	7.270.A
Documentation	15.70	Show Cause Hearings	12.20.A
Surveys	15.170.L	Shutoffs – Utility	10.250.G
Sale of Property	16.150	Sidewalk	
Sales Tax		Engineering	10.200
Collection	5.340.I	Improvement districts	5.230
Enforcement	14.30.B	Layout	10.200
Sample Ballots	3.30	Sign	
Sanitation District	7.365	Codes	11.150
Sanitary Surveys – Treatment System	10.300.K	Construction and installation	1.220
S.A.R.A. Tier II Reports	17.70.L	Damage	16.110.C
SAVE Program	17.120	Permits	1.220
Savings Bonds	5.260.G	Signalization	10.190.S
Schedule		Timing	10.190.S
Building permit fee	5.150	Signature Authorizations	5.300.H
Fee 5.150.A		Signature Certificates	
Rate	5.150.A	Employees – clerk and treasurer	15.240
utilities	5.360.H	Mayor	8.210
Records retention	7.340	Sister City Programs	7.270.K
Scheduling Notes	7.90.A	Site Plans	11.30
Schematics – System	10.90	Site Specific Development Plans	11.30
Scrapbooks	9.120		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Sludge		State	
Application	10.300.L	Archives	
Permit reviews	11.70.A	approval	Appendix C
Permits	10.300.L	compliance certificates	7.340
Preparation	10.300.L	records retention schedules	7.340
Sites	10.300.L	Bid list	5.300.J
Snow Removal	10.190.L	Highway Department	
Social Security	15.40.B	improvement project	10.190.B
Software Documentation – Computer	9-5.20.D	maintenance contract	10.170
Soil Condition Reports	1.150.C	policy issues	10.170
Solicitations – Bids	5.300.I	railroad crossing hearings	10.120.B
Solid Waste Management	10.150	signalization	10.190.S
Cash receipts	5.20.D	standards	10.120
Dump tickets	10.150.A	system	10.170
Landfill locations	10.150.B	Legislation – proposed	7.150.A
Spas – Chemical Testing, Treatment	16.110.B	lobbying	8.80
Special		New hire reporting compliance	15.60.F
Districts	7.365	Of the city address	7.290
Events and use permits	12.30.X	Revenue programs	5.210.D
Events license – alcohol beverages	12.20.A	Statements	
Uses	11.120	Accounts payable	5.10.D
Specifications		Bank	5.50.B
Bid 5.300.I		Issued by municipality	5.20.G
Job 15.150.E		Utility billing	5.360.K
Project	7.280.A	Statistics	
Specimen Bonds	5.80.A	Fire Department	17.75.D
Speeches	7.290	Library circulation	7.270.H
Speed Zones	10.190.M	Police	17.90.AA
Spoiled Ballots	3.30	Stocks and Bonds	5.260.H
Sporting Event Agreements, Contracts	7.270.A	Storage, Long-Term	Appendix G
Sports Equipment Rental	16.135	Storage Tanks – Regulated Substances	11.70.D
Spreadsheets	9-5.40	Above ground	11.70.D
Preliminary	5.380	Underground	11.70.D
Staff Meetings	7.70	inspections	11.70.D
Standard Operating Procedures	7.260.C	leaking	11.70.D
Standards		permits	11.70.D, 12.30.BB
Building	7.320, 11.150	Stormwater	
Cemetery	7.320	Basins	11.90.A
Commercial	11.150	plans	11.130
General	7.320	Drainage system	11.90.A
Land use	11.150	Improvement districts	5.230
Mobile homes	7.320	Projects	7.280.A
Planning	11.150	Streams	10.310.D
Sewer line installation	7.320	Street	
Sidewalk construction	7.320	Address assignments	1.240, 10.200
Stormwater	7.320	Alignment	10.200
Street construction	7.320	Arterial system	10.200.B
Streetscape	7.320	Bridge inspections	10.190.A
Water	10.310.L	Cleaning	10.190.O
line installation	7.320	Closings	1.240
testing	10.300.A	Closures	10.190.F
		Construction – major	10.200
		Crosswalks	10.190.D
		Cut permits	12.30.Y
		Dedications	1.240

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Street (Cont'd)		Subdivisions	11.30
Design	10.200	Minor	11.30
Drainage problem history	10.200	Regulations	7.320, 11.150
Engineering	10.200	Standards	7.320
Grades	10.200	Subject Files – General	7.140
High accident locations	10.190.G	Subpoenas	14.110
Highway users tax fund	5.210.D	Summonses and Complaints	14.30
Improvement districts	5.230	Juror	14.70.A
Intersection design	10.200	Police copy	17.110
Layout	10.200	Voided	14.30.F
Lighting	10.190.Q	Sump Pump Equipment	6.60
Maintenance – major	10.200	Supplements – Code	7.60.B
Map – system	10.200	Support Groups	7.120.J
Master plan	7.380	Surplus Property	5.180.H
Miles in system	10.200.B	Surveillance Recordings – See <i>Recordings</i>	
Name assignments	1.240	Surveys	
Naming	10.190.I	Conducted by municipality	7.395
Numbering	1.240	Historic structure or district	1.160
Operations	10.190	Routine	7.390
Parking	10.190.J	Surveying Records	
Permits	12.30	Bench marks	10.200.A
Planning	10.200	Field survey notes	7.180
Problem histories	10.200	Systematic Alien Verification for Entitlements	
Projects	7.280.A	Program	17.120
Renaming	10.190.I	Annual reports to State	17.120.A
Right-of-way acquisition	10.200	Reports to ICE	17.120.B
conveyances	16.60.A	Swimming Pools	
Snow removal	10.190.L	Chemicals	16.110.B
Speed zones	10.190.M	Inspections	16.110.D
State highways – See <i>State – Highway</i>			
<i>Department</i>		-T-	
Striping	10.190.S	Tabulation	3.140
Sweeping	10.190.O	Abstract of election	3.140.A
System	10.200.B	Test results	3.140.B
Traffic markings	10.190.S	Tagout Procedure Safety Tests	15.120.H
Truck routes	10.190.T	Tally Lists	3.140.C
Vacation	10.260	Tanks – Storage	11.70.D
Weather observation	10.190.U	Tap – Water and Sewer	10.290.K
Streetscape		Tape Recordings – See also <i>Recordings</i>	
Plans	11.130	Appointed entities	4.105
Standards	7.320	Field contact reports – police	17.90.K
Striping – Traffic	10.190.S	Governing body	8.185
Structure		Municipal court proceedings	14.85
Inspections	1.150	Public relations	7.290
Municipal	16.30	Study sessions	4.105.C
Municipal government	7.240	Task Forces	
Records	Schedule 1	Appointed by municipality	Schedule 4
Studies	7.380	Internal	7.70
Feasibility	7.380		
Land use	7.380, 11.130		
Planning	7.380, 11.130		
Published	7.300		
Study Sessions			
Recordings			
appointed entities	4.105.C		
governing body	8.185.C		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Tax		Traffic (Cont'd)	
Collection	5.340	Code adopted by reference	7.60.A
Credits – historic properties	1.160	Counts	10.190.R
denied/withdrawn	7.410	Events – impact	10.190.F
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